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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Geographic Research Area, ORR

DATE: 30 April 1956

FROM : Chief, Publications Staff, Economic
Research Area, ORR

SUBJECT: Research Aid on "The Writing of Reports"

1. Submitted herewith is a photostatic copy of a Research Aid proposed for issuance by the Publications Staff (St/PB) of the Economic Research Area of ORR. Note that the RA is not designed to be either a research manual or a complete style manual but rather a guide for the improvement of report writing.

2. St/PB will appreciate your criticism of the draft from the point of view of its usefulness both to the analysts of the Economic Research Area of ORR, for whom it is especially designed, and to any one else in ORR who might benefit from its use, as well as your estimate of the number of copies of the finished RA that should be disseminated. In addition to your comments, St/PB would like to have the criticism of [REDACTED], and any other members of the Geographic Research Area whom you may wish to include.

3. In order that we may publish the RA in May, it is imperative that we move with despatch. Please let me have the Geographic Research Area's comments not later than 4 May 1956.

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30 April 1956

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